

KANSAS WIC POLICY MEMORANDUM
KANSAS-WIC-P-2019-06

TO: Parent and Sub-Agencies

FROM: Dave Thomason
Nutrition & WIC Services Director

DATE: June 27, 2019

RE: Formula Returned by Client
Direct Shipments of Specialized Formulas
Formula Tracking Sheet for Returns & Dispositions

FCI 02.05.00 Formula Returned by Client

The policy and procedures relating to formula returned by clients has changed. The name of policy FCI 02.05.00 Documentation and Use of Returned Formula has changed to FCI 02.05.00 Formula Returned by Client and the new policy is effective July 1, 2019. The policy is now available on the website for review. Per USDA, formula purchased with WIC funds that is returned to the clinic by the client/caregiver may not be given to other WIC clients, however standard formulas may be donated to an entity such as a food pantry or homeless center following procedures outlined in the policy.

The policy is located on the Kansas WIC website [here](#)

ACTION REQUIRED: Inform all staff and have all staff read and understand this policy.

FCI 02.06.00 Direct Shipments of Specialized Formulas

The policy and procedures relating to direct shipments of specialized formulas has changed and is effective July 1, 2019. The formula chart has been updated. Storage and inventory guidelines are strengthened. Only one month's worth of formula may be given to clients at a time to reduce the amount of formula returned by clients, which must be destroyed because they are medical formulas.

The policy is located on the Kansas WIC website [here](#).

ACTION REQUIRED: Inform all staff and have all staff read and understand this policy.

Formula Tracking Sheet for Returns & Dispositions

The Tracking Sheet for Receipt & Disposition of Returned Formula, which was at the end of policy FCI 02.05.00 Documentation and Use of Returned Formula (now FCI 02.05.00 Formula Returned by Client) has been removed from the policy and is now available as a form on the Kansas WIC website with the new title of “Formula Tracking Sheet for Returns and Dispositions.” The form is referenced in Policy FCI 02.05.00 Formula Returned by Client and FCI 02.06.00 Direct Shipments of Specialized Formulas.

ACTION REQUIRED: Inform all staff. Print the new form and begin using it to track formula returns, donations, and disposals.

If you have any questions regarding this memo, please contact the state staff member assigned to your agency.